



The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

Request for Permission to Use and Publish Materials

The collections held by the State Library of Massachusetts contain materials that 1) were created by government agencies and are therefore public records or 2) are in private collections and may be subject to copyright laws.

It is a violation of law to indicate that you are ordering public records for personal use if you intend to use them in a commercial work.

State Library of Massachusetts
State House, Room 341
Boston, MA 02133
617-727-2590 ph. // 617-727-9730 fax

To: Director, State Library of Massachusetts

From: Print name: _____

Street address: _____

City, State, ZIP: _____

Telephone _____ **Email** _____

1. Permission:

All requests to reproduce images from materials in the collections of the State Library of Massachusetts (hereinafter the "Agency") must be submitted on this application, in addition to any call slips created requesting the material. The applicant agrees to abide by all terms, conditions and provisions of this agreement (found on Page 4).

Copies made or received may not be further reproduced without notifying the Agency.
Digital files made or provided for use must not be of a resolution greater than 300dpi.

The Agency reserves the right to limit reproduction of the materials in its collections and to impose such conditions as is required by donor agreement or law, or if original material is too fragile for reproduction.



The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

2. Digital and Non-Digital Reproduction of Materials:

Permission is granted for the *one-time use* of digital and non-digital reproductions of the images or items listed on page 5 of this application. Reproductions of materials supplied by the Agency may not be further copied, scanned, exhibited, resold, or used for any other purpose than personal use as specified in this application. Unauthorized reproduction will result in restrictions being placed on the patron, and the Agency reserves the right to demand surrender of all materials containing unauthorized reproductions.

3. Fees:

There are no fees for the one-time *use* of images obtained from the Agency's collections. However, fees may be assessed under the following conditions:

- A. If the Agency is called upon to provide equipment or staff for the purposes of reproduction, and/or
- B. If, due to the size and complexities of the request, library staff is unduly burdened.

4. Copyright:

A. WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. The Agency reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

B. Privacy:

An individual depicted in a reproduction has privacy rights as outlined in Title 45 CFR 46 ("Protection of Human Subjects"). The Agency reserves the right to require a release from individuals whose privacy may be violated by the use of this image.

The Agency assumes no responsibility for infraction of copyright laws, invasion of privacy, or any other improper or illegal use that may arise from unauthorized reproduction of any image. The applicant agrees to hold the Agency and its agents harmless against any and all claims arising or resulting from the use of each image and



The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

shall indemnify the Agency and its agents for any and all costs and any damages arising or resulting from any such authorized use.

5. Original Prints, Film Negatives, and Existing Digital Files:

Photo-reproduction or digital imaging entails the creation of a negative or duplicate, uncompressed digital file that is paid for by the patron and retained by the State Library.

In this manner, Special Collections has acquired a small collection of photographic negatives and digital images. Check with the Chief of Special Collections to determine whether copies of items already exist.

All original prints, film negatives, and existing digital files of materials in the collections of the State Library of Massachusetts are retained by the Library and may not leave.

By signing this application, I acknowledge request for reproduction of this materials/these materials for use in a publication/exhibit.

Title of Publication or Exhibit _____

Description of Publication or Exhibit _____

Scope of Publishing Run or Length of Exhibit: _____

Signed _____

Date _____

Print name _____

Signed and approved for the State Library of Massachusetts

Date _____



The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

CONDITIONS FOR USE OF MATERIAL

1. Proper credit ("**Courtesy of the State Library of Massachusetts**") must always be given. The person requesting permission is responsible for the credit line.
2. Permission is granted, in advance, for one time use only. Reuse or resale is not allowed without specific authorization by the State Library of Massachusetts.
3. Permission to use and publish material is contingent upon completion of this form.
4. All original materials are retained in the State Library of Massachusetts and are never circulated or loaned.
5. In the interest of preservation, the library will send out items to be photographed or scanned only once.
6. Photo-reproduction or digital imaging entails the creation of a negative or duplicate, uncompressed digital file that is paid for by the patron and will be retained by the State Library.
7. The State Library of Massachusetts does not claim to control the rights of reproduction and distribution for material in its collection. The party requesting materials assumes responsibility for all infringements of copyright and invasion of privacy.
8. In authorizing use of any material, the State Library of Massachusetts does not surrender its own right to use said materials or grant others permission to do so.
9. One complimentary copy of each digital file *made by a patron* shall be provided to the State Library of Massachusetts.
10. One complimentary copy of the *publication* (web or print) shall be provided to the State Library of Massachusetts. If the material is used in an exhibit, one copy of the accompanying program or brochure shall be provided.
11. The State Library of Massachusetts reserves the right to change these policies without prior notice.



The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

Image Request

All requests for reproductions of materials held by the State Library of Massachusetts must be detailed here. A separate sheet may also be attached or additional copies of this form made be made, if necessary.

	Image/Item Call #	Dimensions of Original (if applicable)	Description	Type: volume, map, photograph, plans, etc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Date_____

Total Items_____